

# **GLENWOOD PLACE BOARD MEETING MINUTES**

October 10, 2025 – 10:00 a.m.

Summerplace Clubhouse, Klickitat Room

## **OPENING:**

Judy Evans opened the meeting. She welcomed those present, and roll was called.

## **ROLL CALL:**

Board members present: Judy Evans (Chair), Diane Larson (Secretary), Marcia Andri (Landscaping and Maintenance) and Kitz Anderson (Maintenance).

## **RESIDENTS ATTENDING:**

Attendees were Debbie Adamson, Kathy Caricchio, Bob Dragoon, Sharon Fraley, Roy Hyer, Allen Levy, Joy Levy, Carol Manzano, Ingeborg Mussche, Kathy Okay, Lori Pesavento, Bobbi Pincetich, Cathy Rodgers, Beth Sendre, Nancy Stathas, Sunni Walton, and Jan Woodcock.

## **MINUTES:**

Minutes of September 12, 2025, were approved as presented. Kitz made the motion; Marcia seconded.

## **BOARD REPORTS:**

Chair: Judy Evans discussed the written report she had submitted.

- Judy expressed a special thank you to Glenwood residents who have recognized the HOA Board's efforts and devised committees to assist in those endeavors. She praised their research, which provided valuable information and kept the momentum of our projects going forward until completion.
- The Bylaws Committee, headed by Lori Lochelt and Judy Evans, has submitted revisions to be reviewed, which will be followed by submission to the Attorney. The goal is to update and revise the Amended and Restated Declaration and Bylaws. The completed documents will be presented to unit owners for majority approval.
- Legal Billing for October: \$0.00.

Landscaping and Maintenance: Marcia Andri discussed her submitted written report.

- Sierra Northwest Landscaping Co. completed weekly landscaping maintenance which includes mowing, trimming, fertilizing, and the removal of dead plant material. Leaf removal has started and will continue through December.
- We received the 2026 landscaping contract from Sierra NW which has a 3% increase (\$5,025 per month) as of February 1, 2026.
- Volunteers divided and planted 33 perennials.

- The Leyland Cypress 7-foot tree that replaces the spruce which was removed from the northeast corner of the highway wall has been planted.

#### Plans for the Balance of 2025:

- Sierra NW is to correct the drainage area around the gas meter in front of building 19.
- Bill Cave will power wash sidewalks that have moss areas.
- Brick work on unit #93 is to be completed after new windows are installed.

#### Plans for 2026:

- Oregon Chimney Repair & Cleaning, Inc. will be scheduled to inspect chimneys for buildings 1, 2, 3 and 4 in early June.
- Sierra NW is to submit a quote for updating the front of building 11 as a possible project for Quarter 2026.

Maintenance: Kitz Anderson discussed the written report she submitted.

#### Completed Projects:

- Repaired railing by building 4 and by the garbage.
- Gutter cleaned out on the garage by building 5.
- Unclogged gutters for units #135 and #50 in answer to two AVR's.
- Repaired man door for garage #80.
- Rekeyed building 13 master key.

#### Open Projects:

- Critter control to return for remediation after electrical work is completed.
- Gather quotes for new roof project.
- Deck inspection letters to be sent out.
- Gutter cleaning is scheduled for November.
- Complete Pressure Release Valves (11 buildings).
- Replace man doors 31 and 117.
- Repair rotted wood on garages and man doors throughout the complex. (2026)
- Dryer vent cleaning scheduled for February – March 2026.
- Replace, repair and paint roof line boards throughout the complex. (2026)

Treasurer: Kathy Okay discussed Ashleigh Norment's written report.

We had two missing payments for September. One of the units has been in Collections for some time. The lender has requested a payoff statement which indicates things are moving along. The second missing payment was lost in the mail and has been reissued.

## BANK BALANCES:

|                                  |                   |
|----------------------------------|-------------------|
| • <u>Operating Income:</u>       |                   |
| ○ OnPoint Operating Account      | \$ 12,247.90      |
| ○ OnPoint Savings Account        | <u>100.36</u>     |
| TOTAL                            | \$ 12,348.26      |
| • <u>Reserves:</u>               |                   |
| ○ Northwest Bank Savings Account | \$ 35,752.16      |
| ○ Riverview Bank 6-month CD      | 166,521.15        |
| ○ Northwest Bank 12-month CD     | <u>116,936.72</u> |
| TOTAL                            | \$319,210.03      |

Our goal for the year was to increase reserves by \$38,640. At this point, we have increased Reserves by \$37,210.03. There are three more units pending at this point, which will add \$6,000 more and we do expect several more units beyond that to go pending before the end of the year.

## FINANCIAL PROJECTION

We paid our \$51,000+ water bill which leaves the \$12,247.90 balance you see in our Operating Account. We have \$13,000+ left to pay on this year's roof replacements. We will pay that and other October expenses as October income continues to come in. Our last two months of the year should be fine.

We especially appreciate that Bob Dragoon has volunteered to take on tracking our water usage, pinpointing trouble spots with internal fixtures and encouraging recommended solutions. Water is 25% of our budget and managing this situation is key to our financial picture.

## UNITS SOLD AND FOR SALE

- Units 51 and 54 closed in September.
- Units 10, 14, and 56 are pending.
- Units 34, 62 and 106 are on the market.

## COMMITTEE REPORTS:

Avoid Verbal Requests (AVRs): Sharon Fraley reported the following:

- 2025 AVRs outstanding are 14 in number.
- 2024 AVRs carried over are two in number.

Glenwood Garbage Grabbers: Diane Larson reported the following:

The Grabbers' goal is to de-litter 148<sup>th</sup> Avenue one morning each week, weather permitting. Summer and fall have been cooperating with good weather, and we appreciate shout-outs and horn toots if you see us grabbing when you go by.

Safety – Etc.: Kathy Caricchio reported as follows:

- Thank you to all those who reported the recreational vehicle parked on city property across the street from the Glenwood Place Condominiums. The RV has been removed, and we can all feel safer now.
- As the days get shorter it is even more important to make sure your porch and patio lights are on at night. The lights are a significant deterrent to roaming evildoers.
- Be sure to move delivered parcels inside your building. They are a great temptation to passers-by otherwise.

Water Resources: Bob Dragoon reported the following:

- Our goal is to reduce water consumption, since rates are increasing, as is Glenwood's daily usage. Roto-Rooter Plumbing will be providing usage reports for individual units on a building-by-building basis with possible recommendations for replacement of inefficient toilets and water heaters. Buildings 2 and 3 are the most current focus.
- Bob offered free-of-charge items from the Portland Water Bureau that will provide the most efficient use of water in the bathroom and kitchen.
- It is also possible to purchase your own water flow meter at a reasonable price.

Welcome Committee: Diane Larson reported the following:

- As we update enclosures for the Welcome Packet, they will be submitted to the Summerplace Board of Directors for approval.

## **UNFINISHED BUSINESS:**

- Three revised documents have been approved by the Summerplace Board of Directors and will be distributed to residents. They are:
  - Temporary Visitor Vehicle Parking Resolution
  - Estate Sale Resolution and Application
  - Index
- The Election Notice Schedule is available for our Annual Meeting. It can be accessed on the Glenwood Place website or via email. In addition, copies will be hand delivered to each unit in the complex.
- Completing the Reserve Study for 2026 requires our board members to anticipate future needs of the community and to be intentional with expenditures. For further information, review the analysis on the website and attend the upcoming Budget Meeting.
- Parking stickers will be a way for us to monitor the vehicles in our parking areas. We plan to implement them in 2026.
- Our complex is aging, and the professional examination of our roofs indicates the need to continue their replacement for the next three years. We have five scenarios that we could use to pay for the roofs while continuing to increase our reserves. We will discuss this situation at our Budget Meeting on the 16<sup>th</sup>.
- Dryer vent cleaning is scheduled for February of next year.

- The sole applicant to replace Board Member Marcia Andri, who is in charge of Landscaping and Maintenance, is Kathy Caricchio. She presented her resume' which was quite extensive, and her belief in maintaining a positive attitude, all of which was answered by a vigorous round of applause from the attendees. Her slogan is "If you're not part of the solution, you're part of the problem."

## **NEW BUSINESS:**

- Reminder: Annual Budget Meeting will be held on October 16<sup>th</sup>, from 6:00 to 8:00 p.m. in the Klickitat Room. Remember that you are invited to attend the meeting, but not to participate in the discussion.
- The Glenwood Place Roster is maintained by entries on the Resident Contact sheet. It is an informational and organizational tool with critical information in case of emergency situations. The new pieces of information we intend to add are:
  - Number of occupants
  - Sign off sheet confirmation
  - Parking sticker number(s)
  - Pets – description and how many.
- Jan Clark was absent from the meeting, so the subject of recycling was tabled.
- The topic of security cameras was tabled.
- The topic of retaining CALG was tabled.

## **ADDITIONAL INFORMATION FOR RESIDENTS:**

- Previous meeting minutes are located online at [glenwoodplacehoa.com](http://glenwoodplacehoa.com) and in the library.
- Next monthly HOA meeting on November 14<sup>th</sup> at 10:00 a.m. in the Klickitat Room
- Annual HOA Board Meeting on November 20<sup>th</sup> at 7:00 p.m. in the Ballroom
- *Summerplace Neighborhood Alert* and Glenwood Place's *What's Happening* will keep you informed of the important events in our community.
- We have volunteer opportunities for everyone. Just ask us!

## **QUESTIONS AND ANSWERS:**

- Ingeborg Mussche suggested researching the "pros and cons" of hiring a management company. Jan Woodcock offered her assistance in the project.
- Lori Pesavento reported that the Earthquake Readiness presentation was attended by 80 people and considered a great success.
- The audience was reminded that there is a limit of five minutes per person when speaking before the Board.
- Ingeborg spoke about water usage outside the buildings. She suggested that landscape watering may be used too often. She offered to research outside water usage. Marcia said she would be willing to discuss the idea with Ingeborg at a more appropriate time.
- There was some discussion concerning the possibility of a one-time resident fee next year which would help pay for the mandatory roof replacements. The Board would allow residents to make monthly payments toward the fee which would be due on July 30<sup>th</sup>.

- If a resident thinks there is a need for a new committee, send in an AVR, which will start the discussion.

The meeting adjourned at 11:01 a.m.

Respectfully submitted,

Diane Larson, Secretary